Administration for Children and Families

Office of Community Services

Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Program:
Learning Communities Resource Center (LCRC)
HHS-2020-ACF-OCS-ET-1813
Application Due Date: 06/16/2020

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TABLE OF CONTENTS

Department of Health & Human Services
Administration for Children and Families

Funding Opportunity Title:	Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Program: Learning Communities Resource Center (LCRC)
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2020-ACF-OCS-ET-1813
Primary CFDA Number:	93.569
Due Date for Applications:	**06/16/2020**

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at** https://www.acf.hhs.gov/grants/howto.

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) will support one 3-year cooperative agreement to support the Community Services Block Grant (CSBG) Learning Communities Resource Center (LCRC).

This cooperative agreement will promote the creation, implementation, and monitoring of learning communities within the CSBG network. The successful applicant will review the existing LCRC's Training and Technical Assistance (T/TA) strategy and present a plan to expand and promote excellence in addressing the service needs and poverty conditions in communities supported by the CSBG network. The successful grantee will be responsible for:

1. Maintaining, convening, and leading the work of a National Steering Committee that consists of representatives from OCS, state CSBG lead agencies, local CSBG-eligible entities, Regional Performance and Innovation Consortia (RPIC) grantees, CSBG Training and Technical Assistance (T/TA) providers and other stakeholders providing community-based services;
2. Working with OCS and leading national organizations associated with the CSBG to address specific T/TA issues listed in *Section I. Program Description, CSBG LCRC GOALS* ;
3. Establishing and providing leadership for several specific learning communities;
4. Recommending strategies for enhanced coordination of T/TA supported at federal, state, and community levels to ensure the use of exemplary practices and policies across the CSBG network;
5. Collecting, managing, and disseminating valid T/TA information and resources that

employ quality practices; and

6. Facilitating customized T/TA services and referrals.

In addition, the award recipient must implement a plan for maintaining the enhanced LCRC web-based system and promote quality practices throughout the CSBG network that encourages ongoing dialogue and peer-to-peer networking among users of the LCRC, focusing on improving individual, family, and community-level outcomes.

This includes frequently convening learning community groups comprised of state CSBG lead agencies, local CSBG-eligible entities, RPIC grantees, and other stakeholders; disseminating T/TA resources; and collaborating with CSBG Center of Excellence (COE) for Human Capacity and Community Transformation (HCCT).

I. Program Description

Statutory Authority

This program is authorized by sections 674(b)(2)(A) and 678A of the CSBG Act, as amended (42 U.S.C. §§ 9903(b)(2)(A) and 9913).

Description

HISTORY OF COMMUNITY SERVICES BLOCK GRANT

CSBG provides states, the District of Columbia, the Commonwealth of Puerto Rico, U.S. territories, federal and state-recognized Indian tribes and tribal organizations, Community Action Agencies (CAA), migrant and seasonal farmworker organizations, or other state-designated organizations, funds to alleviate the causes and conditions of poverty in communities. CSBG is a federal block grant program administered by the OCS.

OCS distributes CSBG funds to states and local communities, working through a network of over 1,100 entities designated to receive funds, known as local CSBG-eligible entities and CAAs. With these funds, CAAs and local CSBG-eligible entities goals are to reduce poverty, revitalize low-income communities, and empower low-income families and individuals in rural and urban areas to become fully self-sufficient. CAAs are private non-profit and public organizations, governed by a uniquely structured tripartite board of directors, and comprised equally of elected public officials, private sector representatives, and low-income representatives. The CSBG tripartite board structure promotes the participation of the entire community in assessing local needs and increasing economic stability in communities. CAAs create, coordinate, and deliver an array of comprehensive programs and services to low-income individuals and families.

HISTORY OF LEARNING COMMUNITY RESOURCE CENTER

Since 2013, OCS has provided two cooperative agreements to support the LCRC. CSBG investment in the LCRC has produced the development of learning community groups (LCGs) on topic areas such as Collective Impact, Decreasing Homelessness, Financial Empowerment, Health Intersections, Implementing Innovative Practices, Integrated Services, Results at the Community Level, Social Enterprise, and Whole Family Approaches. Additionally, the LCRC

has provided T/TA on evidence-based practices and increased access to resources. The proposed LCRC will continue to strengthen the CSBG network by identifying and implementing innovative services and strategies. Materials developed from previous cooperative agreements will be available to the selected CSBG TA provider.

CSBG LCRC GOALS

The LCRC will serve as a learning hub focusing its efforts on improving results based on individual, family, and community-level outcomes for the CSBG network, by providing bimonthly peer learning opportunities for state CSBG lead agencies, RPIC grantees, CAAs, state CAA associations, and other stakeholders. The focus of the LCRC is to promote and regularly convene several specific learning communities and improve access to validated quality information and resources on innovative, evidence-based, evidence-informed, field-tested, exemplary, and/or promising practices for low-income individuals, families, and communities. The role of the LCRC may include sifting through policy issues and concerns, providing T/A, peer learning, and promoting opportunities for peer exchanges.

The LCRC will focus on addressing critical training needs and allow the CSBG network to enhance and focus T/TA at all levels (individual, community, state, and federal) in the following areas:

- Community-based interventions – understanding community-level work/management; designing an effective approach, effective strategies, and relevant measures of success;
- Identifying and sharing best practices – innovative projects/programs that use CSBG resources, leveraging other public/private resources, more effective uses of economic development dollars, and the bundling of services;
- Serving underserved areas – strategies for working in rural areas or areas with limited community services; and
- Multigenerational approaches for addressing poverty – coordinated approaches to working with parents, other caregivers, and children.

CSBG LCRC EXPECTATIONS

- Facilitate approximately eight LCGs that will include content experts and TA facilitators to assist participants in developing focused, evidence-based, and impactful service strategies.
- Disseminate quality T/TA information and resources focused on replicable plans and practice models for use by local CSBG-eligible entities and state CSBG lead agencies to improve individual, family, and community-level outcomes that alleviate the causes and conditions of poverty.
- Support a National Steering Committee with setting continuous goals and priorities for the LCRC. The committee must convene at least quarterly. The committee will also provide feedback on plans and activities conducted by the LCRC.
- Provide consultation and T/TA to states, RPIC, CAAs, and their partners for establishing learning communities with creative and safe opportunities to analyze outcome data and identify strategies, models, or programs that are achieving robust results.
- Customize T/TA services and referrals to meet the needs of specific state CSBG lead agencies and local CSBG-eligible entities (via telephone and online).

- Facilitate access to local and regional T/TA resources and, as appropriate, provide guidance on accessing T/TA from other national CSBG T/TA providers.
- Convene and lead frequent national, regional, or state-level LCGs and provide virtual or in-person T/TA opportunities for state CSBG lead agencies, local CSBG-eligible entities, RPIC grantees, and other appropriate audiences.
- Facilitate access to information on evidence-based practice and evidence-informed service approaches. The LCRC will provide linkages to web-based data and research-based information to address current causes and conditions of poverty.

CSBG LCRC REQUIREMENTS

Creating and Convening Learning Communities: The LCRC will establish and provide leadership for several learning communities that support state CAA associations and local CSBG-eligible entities with resources on innovative, evidence-based, evidence-informed, field tested, exemplary, and/or promising practices that improve community-level outcomes. This includes frequently convening LCGs comprised of state CSBG lead agencies, local CSBG-eligible entities, RPIC grantees, and other stakeholders to encourage a culture of success, transparency, and partnerships.

Learning communities supported through this grant will implement a process by which participants will identify goals based on community needs assessments and receive assistance in identifying and implementing appropriate individual, family, and community-level services and strategies.

As appropriate to the specific topic areas, LCGs will convene subject matter experts, local CSBG-eligible entities, state CAA associations, state CSBG lead agencies, and other organizational partners to focus on addressing critical training needs identified by the CSBG network. LCG participants will receive assistance in identifying results-oriented services and strategies, sharing best practices and innovative approaches, leveraging other public/private resources, making more effective use of economic development dollars, and/or bundling services as appropriate to promote improved outcomes.

Community-level strategies should result in environmental shifts bringing about community and systems changes that modify local conditions. The LCGs will include content experts and TA facilitators to assist CSBG-eligible entities in developing focused, evidence-based, and impactful service strategies to address goals consistent with CSBG National Performance Indicators (NPIs). CSBG NPIs are the standard set of indicators used within the CSBG Network to measure, organize, and report results of CAA efforts.

The applicant may propose LCGs focused on community-level strategies and NPIs related to the following community-level domains:

- Employment
- Education and Cognitive Development Needs
- Infrastructure and Asset Building
- Housing
- Health and Social/Behavioral Development Needs
- Civic Engagement

- Community Involvement

Community and systems changes could include new or modified programs (i.e., job creation), new or modified policies (i.e., incentives for businesses for employing low-income families), and/or new or modified practices (i.e., improved access to social service programs or creating job opportunities for hard-to-serve populations). As outlined in the CSBG Annual ;Report, community-level NPIs include indicators based on "Counts of Change." Counts of Change are basic measures that provide the number of units being measured (e.g., the number of jobs, houses, resources, etc.) that have been created or eliminated and, in some cases, maintained in the community. Because initiatives focused on community-level change present unique challenges, OCS encourages consideration of LCGs to support multi-year initiatives related to the community-level domains identified above.

In addition, the successful applicant and OCS may jointly agree to add learning communities on emerging topics that are relevant to CSBG. Outlined in Information Memorandum No. 149 "Strengthening Community Services Block Grant (CSBG) Outcomes by Developing Two-Generation Approaches to Building Family Economic Security and Well-Being," CSBG calls on the CSBG network to strengthen community planning and coordinating efforts, organizing services to help families achieve economic security and develop innovative approaches on attacking the causes and effects of poverty. The successful applicant will continue to work in collaboration with multiple agencies and private foundations to provide intensive "on the ground" T/TA to address rural poverty and identify successful two-generation strategies that can be replicated throughout the CSBG network. As part of this funding opportunity, OCS will continue to support specialized efforts focused on alleviating child poverty in rural communities, including CSBG tribal grantees and expanding access to two-generation service delivery approaches.

Creation and Dissemination of Materials: Working with OCS and leading national organizations associated with CSBG, the LCRC will create and disseminate T/TA resources that focus on improving individual, family, and community-level outcomes. T/TA materials may be products created for LCG members but should be made available to state CSBG lead agencies, local CSBG-eligible entities, RPIC grantees, and other appropriate audiences. The grantee chosen under this FOA will work to ensure the validity, quality, and quantity of disseminated T/TA resources. This includes the collection, management, and dissemination of valid T/TA information and resources that focus on improving community-based interventions, identifying and sharing best practices, serving underserved areas, and multi-generation approaches for addressing poverty. Disseminated materials may include white papers, manuals and guides, research reviews, environmental scans, written analysis of published work that may inform improvements to CSBG, announcements of newly established partnerships, catalogue(s) of noteworthy intervention models, and written policy document(s).

The LCRC will maintain a web-based resource center to assist in coordination of national T/TA through a shared calendar, a consultant bank, discussion forums, toolkits, recorded webinars, and other materials developed throughout the CSBG network. The website information and resources must be accessible to people with disabilities consistent with section 508 requirements (for more information see http://www.section508.gov).

Collaboration with CSBG Center of Excellence for HCCT: The LCRC will continue to work in collaboration with the CSBG HCCT COE to facilitate joint and/or customized T/TA. The

selected prime recipient will be knowledgeable of CSBG HCCT efforts. T/TA provided under this collaborative effort will ensure comprehensive and integrated T/TA services exist throughout the CSBG network. CSBG HCCT supports communities by ensuring local stakeholders work together to transform the conditions and outcomes that matter to them. HCCT initiatives are guided by the following operating principles:

- Sustainable Independence - create conditions that enable and support independent and resilient individuals, families, and communities;
- Support Employment - strengthen employment opportunities for individuals and families that promote economic mobility across generations;
- Individual Empowerment - foster the potential of individuals to create their own future by cultivating an environment that builds financial, social, and personal capacity;
- Government as Catalyst - leverage the role of government to drive the transformational model by calling all sectors of society to this vital work;
- Community Matters - support communities in the development and execution of their unique visions for growing the capacity of individuals and families in vulnerable circumstances;
- Evidence-Based Policies - collect relevant, reliable data to evaluate the progress of interventions and outcomes. Apply the knowledge gained from the collection of data to develop and strengthen policies that supports the overarching objective; and
- Individual and Family-Centric Design - design and operate a system that understands and adapts to the unique circumstances of the individual or family served.

Currently, OCS funds two HCCT T/TA projects that promote the use of outcome information to identify, highlight, and support multi-year community transformation efforts that move individuals, families, and communities towards improving human capacity, reducing dependency, and sustaining self-sufficiency. In Year 2 of the project period, the selected grantee will work in collaboration with the CSBG HCCT COE and RPIC HCCT grantees to identify a prevalent community condition (e.g., recidivism, opioid crisis, etc.) that could benefit from a strategic and coordinated transformative effort grounded in innovative and promising practices. Based on the prevalent community condition identified, the LCRC will create and facilitate one LCG to promote improved individual, family, and/or community-level outcomes.

OCS will facilitate access to existing materials through current and former grantee projects and will oversee coordination efforts involving CSBG HCCT.

CSBG LCRC KEY RESULTS

The LCRC will address critical training needs and encourage ongoing dialogue and peer-to-peer networking throughout the CSBG network. An important aspect of this project will be to ensure the sustainability of the LCGs to successfully identify effective, promising, and innovative practice models. Knowledge and products generated by the LCRC will strengthen and expand the ability of the CSBG network and lead to:

- The successful creation of LCGs that support the identification, adaptation, and implementation of innovative and evidence-based services and strategies to achieve results based on individual, family, and community level outcomes;
- Stronger planning and coordination to effectively address local service needs and

conditions of low-income individuals, families, and communities;

- Creation of services and strategies based on locally identified community needs;
- Increased accountability and performance-driven outcomes that demand the most efficient and effective use of CSBG T/TA resources;
- Ongoing collaborations and information-sharing sessions between state CSBG lead agencies, RPICs, and local agencies;
- Increased access and availability of innovative and organization-specific T/TA approaches focused on improving individual, family, and community-level outcomes; and
- The development, improvement, and/or creation of practices, activities, and services that maximize the resources to support CSBG grantees.

POST AWARD REQUIREMENTS

Travel for Conferences and Presentations

The budget for the project may include funding for the entrance meeting to provide the grantee with the opportunity to present the project work plan and discuss the cooperative agreement.

This meeting will also address activities related to infrastructure development and the implementation plan. The applicant is advised to propose having three staff members to make the presentation: the Project Director, the Management Information System Coordinator (e.g., web-based CSBG T/TA resource center development and maintenance staff), and one other key partner. The applicant may opt to attend this meeting at the OCS office in Washington, DC, or via a webinar/conference call.

The budget must also include travel funding for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grant.

PRE-APPLICATION TELECONFERENCE

OCS will conduct a pre-application webinar. The goal of the webinar is to provide an overview of the CSBG LCRC FOA. Pre-application webinar materials may be accessed on the ACF website at https://www.acf.hhs.gov/ocs/resource/csbg-powerpoint-show-learning-communities-resource-center-pre-application-webinar-fy-2020.

Joining and participating in the webinar is voluntary. Only the information provided in this FOA will be presented. No question and answer portion will be conducted during the session. **Participants will remain anonymous**. Opting not to participate in the webinar will not affect eligibility, application scoring, or the selection process. Applicants unable to attend can access the recording and transcript on https://www.acf.hhs.gov/ocs/resource/csbg-powerpoint-show-learning-communitiesresource-center-pre-application-webinar-fy-2020 after the webinar has concluded.

IDENTIFICATION OF FEDERAL SUPPORT

Whenever T/TA projects are either entirely or partially supported by CSBG funds, the national CSBG T/TA partner (grantee) must clearly identify the associated activities, services, or resources as part of the strategy for promoting exemplary practices and risk mitigation for CSBG. Furthermore, the grantee must include a certification statement as follows:

"This [project/publication/program/website, etc.] [is/was] supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling $XX with 100 percent funded by ACF/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, ACF/HHS, or the U.S. Government. For more information, please visit the ACF website, Administrative ;and ;National ;Policy ;Requirements.

DEFINITIONS OF TERMS

For the purpose of this announcement, the following definitions apply:

Center of Excellence (COE) - An OCS-funded grant project focusing on literature review, training curricula, training design, information dissemination, and other related deliverables in a specified topical area of national relevance to CSBG.

Community Action Agency (CAA) - CSBG-eligible entities that are designated as a CAA according to section 673(1)(A) of the CSBG Act (42 U.S.C. § 9902(1)(A)). They provide a number of types of assistance with the goals of reducing poverty and enabling low-income families to become economically self-sufficient. Many, though not all, entities designated as CSBG-eligible are designated as a CAA.

Cooperative Agreement - A legal instrument of financial assistance used when federal programmatic collaboration or participation in carrying out the effort under the award is anticipated between the awarding office (the federal government) and the recipient during performance of the contemplated project.

CSBG Annual Report – Section 678E(a)(2) of the CSBG Act (42 U.S.C. 9917(a)(2)) requires each state to prepare and submit to the HHS Secretary an annual report on the measured performance of the state and its CSBG-eligible entities. In accordance with section 678E, the reports must include information that is pertinent and comprehensive, describes in detail the CSBG activities and services, and addresses outcomes that measure how CSBG funds were used to promote self-sufficiency, family stability, and community revitalization.

CSBG Eligible-Entities – Non-profit or public agencies that meet the requirements of section 673(1)(A) and 676B of the CSBG Act, (42 U.S.C. § 9902 (1)(A)). They provide various assistance with the goals of reducing poverty and enabling low-income families to become economically self-sufficient. A CSBG-eligible entity may or may not also be designated as a CAA.

CSBG Network - The various organizations involved in planning and implementing programs funded through CSBG resources. The network includes local CSBG-eligible entities, state CSBG lead agencies, state Community Action Agencies associations, and related organizations that collaborate and participate with local CSBG-eligible entities in their efforts on behalf of low-income people.

Learning Communities - Convening of information-sharing sessions among representatives of state, local, and county governments. These sessions may be in-person or virtual and facilitate sharing details about best practices that relate to specific social service outcome data and practices, strategies, or models associated with positive outcomes.

Regional Performance Innovation Consortium (RPIC) - A group of state CAA associations

that support multi-year community transformation initiative efforts to move individuals, families, and communities towards increasing human capacity and sustaining self-sufficiency. There is one RPIC in nine of the ten ACF regions, and two RPICs within one of the regions. The 11 RPICs serve as regional focal points in strengthening relationships among and between state associations, CSBG-eligible entities, and state CSBG lead agencies by supporting ongoing statewide efforts to ensure accountability and performance management necessary for improved community outcomes. The RPICs also work in collaboration with the COE.

State Community Action Agency - A member organization that provides local CSBG-eligible entities and CAAs a variety of T/TA and coordination services designed to increase their capacity to carry out the mandate of the CSBG Act and improve performance outcomes. One state CAA association is designated as the RPIC to coordinate communication and training in each region. See definition of RPIC above.

State CSBG Lead Agency - The agency designated by the Governor or Chief Executive Officer of a state to submit the state's official CSBG plan, monitor the activities of eligible entities, and ensure compliance with all statutory and regulatory requirements for the CSBG.

Training - An educational activity or event that is designed to impart knowledge and understanding or increase the development of skills. Such training activities may be in the form of assembled events such as workshops, seminars, conferences, or programs of self-instructional activities.

Technical Assistance (TA) - An activity, generally using the services of an expert (often a peer), aimed at enhancing capacity, improving programs and systems, or solving specific problems. Such services may be provided proactively to improve systems or as an intervention to solve specific problems.

II. Federal Award Information

Funding Instrument Type: Cooperative Agreement
Estimated Total Funding: $500,000
Expected Number of Awards: 1
Award Ceiling: $500,000 Per Budget Period
Award Floor: $500,000 Per Budget Period
Average Projected Award Amount: $500,000 Per Budget Period
Anticipated Project Start Date: 09/30/2020

Length of Project Periods:

Length of Project Period: 36-month project period with three 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section*,* will be disqualified from competitive review and

from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement
Federal involvement includes, but is not limited to, the following:

- Participating in an entrance meeting with the CSBG LCRC grantee. The grantee will be responsible to provide all meeting materials to OCS prior to the meeting;
- Convene in-person planning and coordination meetings involving national CSBG T/TA partners to share information about proposed T/TA projects, identify areas for potential coordination of efforts, and identify priority areas for T/TA projects;
- Convene routine (e.g., quarterly) conference calls to review project timelines and assess progress and performance related to activities of the LCRC;
- Participate in joint webinars with national CSBG T/TA partners and facilitate the exchange of information that helps to identify common quality improvement issues; and
- Participate in joint meetings with the critical federal partnership to discuss opportunities for shared T/TA efforts, analysis of needs, and improved communication and coordination.

III. Eligibility Information

III.1. Eligible Applicants

As prescribed by Section 678A(c)(2) of the CSBG Act (42 U.S.C. 9913(c)(2)), eligible applicants are CSBG-eligible entities, or statewide or local organizations or associations, with demonstrated expertise in providing training to individuals and organizations on methods of effectively addressing the needs of low-income families and communities.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this

announcement. See *Section III.3. Other, Application Disqualification Factors.*

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification
Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission
ACF requires electronic submission of applications at www.Grants.gov**. Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not**

**received approval of an exemption from required electronic submission will be
disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification
Applicants will be notified of a disqualification determination by email or by USPS postal mail
within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

HHS-2020-ACF-OCS-ET-1813
J. Janelle George
Administration for Children and Families
OCS Operations Center
c/o F2Solutions
1401 Mercantile Lane
Largo, MD 20774
Phone: 1-855-792-6551
Email: OCSgrants@acf.hhs.gov

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at
www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard
Forms, assurances, and certifications are available in the "Select Grant Opportunity Package"
available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See
Section IV.2. Request an Exemption from Required Electronic Application Submission if
applicants do not have an Internet connection or sufficient computing capacity to upload large
documents (files) to www.Grants.gov.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service
(FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
**Each applicant applying electronically via www.Grants.gov is required to upload only two
electronic files, excluding Standard Forms and OMB-approved forms. No more than two**

files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:
Authorized Organizational Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language
Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party

agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications
When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format
With the exception of the required Standard Forms (SFs) and OMB-approved forms, all

application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The combined page limitation for the Project Description and the Appendices must not exceed 150 pages.

The Project Description must include the following items in the Table of Contents. All items must be labeled, numbered, and organized clearly in the Table of Contents.

- Table of Contents
- Project Summary/Abstract
- Need For Assistance
- Objectives
- Expected Outcomes
- Approach
- Project Timeline and Milestones
- Program Performance Evaluation Plan
- Dissemination Plan
- Plan for Oversight of Federal Award Funds and Activities
- Project Budget and Budget Justification

The Appendices must include the following in the Table of Contents. All items must be labeled, numbered, and organized clearly in the Table of Contents.

- Table of Contents
- Organizational Capacity
- Proof of Legal Status of Entity/Proof of Non-Profit Status
- Logic Model
- Protection of Sensitive and/or Confidential Information
- Third-party Agreements
- Letters of Support
- Other Supporting Documentation

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have requested

and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption*.*

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget

forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov**. Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission'" at www.acf.hhs.gov/grants/ howto#chapter-6*

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single

package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.

SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the

		SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Mandatory Grant Disclosure

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

And to:

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

General Expectations and Instructions

The Project Description provides the majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will

meet the purpose of the FOA, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the FOA.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

Project Summary

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar

document that clearly establishes non-profit status.

- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the application submission.

Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives

Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

Expected Outcomes

Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Implementation Plan

The plan for the LCRC must present a well-conceived overall approach to the project, including details demonstrating that the project will be implemented in an effective way and will achieve the goals stated in *Section I. Program Description, CSBG LCRC Goals*. The implementation plan must include a clear and comprehensive vision of how the LCRC will operate. The plan must include the following:

- A strategy to develop and promote learning community models to be used in the CSBG network that are designed to increase the analysis and use of innovative, evidence-based, or promising practices among CAAs and other CSBG-eligible entities. A plan to provide consultation and T/TA to states, RPIC, CAAs, and their partners for establishing

learning communities with creative and safe opportunities to analyze outcome data and identify strategies, models, or programs that are achieving robust results related to individual, family, and community-level outcomes.
- A description of specific potential deliverables expected for each learning community.
- A strategy for convening a kick-off meeting, webinar, or conference call(s) with state CSBG lead agencies to introduce the LCRC and pending T/TA information and resources.
- An approach for providing ongoing T/TA services via in-person meetings, webinars, and conference calls to analyze and identify effective, promising, and innovative practice models.
- A plan for identifying, collecting, assessing, and disseminating high-quality T/TA information.
- A clear approach to support a National Steering Committee that consists of representatives from OCS, state CSBG lead agencies, and other CSBG T/TA service providers and includes professionals already working on issues focused on a full range of services that align with the LCRC.
- A strategy to develop and implement specialized efforts in rural communities and expanding access to multigenerational service delivery approaches.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Organizational Capacity
Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes;
- List of Board of Directors;
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Copy or description of the applicant organization's personnel policies;
- Information on compliance with federal/state/local government standards;

- Job descriptions for each vacant key position.

Plan for Oversight of Federal Award Funds and Activities

Grantees are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D. These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

Describe the framework (e.g. governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Program Performance Evaluation Plan

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

The program performance evaluation plan should reflect the CSBG LCRC Key Results as identified in *Section I. Program Description*. The evaluation method must include participation and feedback from the LCGs, state CSBG lead agencies, RPICs, state CAAs associations, CSBG-eligible entities, and other CSBG network organizations, as appropriate. The performance evaluation plan must include a plan for assessing the validity and reliability of

toolkits and other products used to achieve the goals of the LCRC. The applicant must describe how the proposed plan will evaluate and measure the effectiveness of proposed activities.

The proposal must identify staff with appropriate experience designing appropriate performance measures and applying data-derived information to program quality improvement.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this announcement, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

Protection of Sensitive and/or Confidential Information

Provide a description of how protected personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended, and
- The timeline for dissemination.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

Letters of Support

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2020 and Further Consolidated Appropriations Act, 2020, (Division A, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $197,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the*

applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

Provide a budget using the SF-424A and/or SF-424C, as applicable, for each year of the proposed project.
Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The budget for the project must include funding for an entrance meeting for the purpose of discussing details of the project work plan and cooperative agreement. The applicant is advised to have three staff members to make the presentation: the Project Director, the Management Information System Coordinator (e.g., web-based CSBG T/TA resource center development and maintenance staff), and one other key partner. The applicant may opt to attend this meeting at the OCS office in Washington, DC, or via a webinar/conference call.

The budget must also include travel funding for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grant.

Non-competing continuation awards will be offered and applicants may propose necessary modifications to budget submissions at the time of the non-competing continuation award.

If subcontracting is used, separate subcontracting budget(s) should be in standard cost categories consistent with SF-424A and SF-424B. Provide a breakdown of costs, computations, a narrative description, and a justification for each cost under the subcontract. A copy of the current approved rate agreement should be attached.

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

Personnel
Description: Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

Justification: For each position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or principal investigator, if known at the time of application.

Fringe Benefits
Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular

class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement, taxes, etc.

Travel
Description: Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

Justification: For each trip show: the total number of travelers; travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget justification.

Equipment
Description: "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR § 75.439 for more information.

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

Supplies
Description: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000. See 45 CFR § 75.453 for more information.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in Office of Management and Budget (OMB) Memorandum M-18-18: Implementing Statutory Change to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance and 48 CFR Subpart 2.1 (when amended accordingly). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Indicate whether the proposed agreement qualified as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

Justification: Provide a breakdown of costs, computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1. The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

   Justification: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program,

the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

2. Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in Section 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

   Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources
Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients**

will be required to report these funds in the Federal Financial Reports.

Justification: If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1. Criteria* of this announcement.

Paperwork Reduction Act Disclaimer
As required by the Paperwork Reduction Act, 44 U.S.C §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov
This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

Electronic Delivery
ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

How to Register and Apply through Grants.gov
Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be

done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

Obtain a DUNS Number: All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

Register with SAM: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

Create a Grants.gov Account: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:
https://www.grants.gov/web/grants/applicants/registration.html

Authorize Grants.gov Roles: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov. refer to:
https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

Track Role Status: To track your role request, refer to:

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov
Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

Create a Workspace: Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

Complete a Workspace: Add participants to the workspace, complete all the required forms, and check for errors before submission.

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:
https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the

application submission.

Track a Workspace: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission
All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Issues with Federal Systems
For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at www.acf.hhs.gov /sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:
https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from _required_electronic.pdf.

Paper Format Application Submission
An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the System for Award Management (SAM.gov/SAM, https://www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Date for Applications: **06/16/2020**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications
The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications
The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed

paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov
Applicants will receive an initial email upon submission of their application to

www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission**.** Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Sub-Contracting or Delegating Projects

OCS will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant is expected to have a substantive role in the implementation of the project. This prohibition does not bar sub-contracting for specific services or activities that are needed to conduct the project.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6*.

Submission By Mail

Attn: HHS-2020-ACF-OCS-ET-1813
J. Janelle George
Administration for Children and Families
Office of Community Services
Grant Operations Center
1401 Mercantile Lane

Largo, MD 20774

Hand Delivery

Attn: HHS-2020-ACF-OCS-ET-1813
J. Janelle George
Administration for Children and Families
Office of Community Services
Grant Operations Center
1401 Mercantile Lane
Largo, MD 20774

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: With the exception of the funding opportunity announcement and relevant statutes and regulations, reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OVERALL UNDERSTANDING OF OBJECTIVES   Maximum Points:15
In this section, reviewers will consider the extent to which:

1. The applicant clearly identifies the significant features and components of the LCRC, clearly states the goals (i.e., products of an effective project) and subordinate objectives (i.e., measurable steps for reaching these goals) of the project, and provides rationale for the project goals. (0 - 5 points)

2. The applicant clearly describes how the goals and objectives of proposed project activities will address the needs of state CSBG lead agencies, RPICs, local CSBG-eligible entities, and other organizations in the CSBG network. (0 - 5 points)
3. The applicant outlines a clear plan of action that describes the scope and detail of how the proposed LCRC's work will be accomplished, and accounts for all functions or activities identified for the T/TA approaches, as well as for the structure and logistics for the learning community groups. (0 – 5 points)

EXPECTED OUTCOMES	Maximum Points:20

In reviewing this section, reviewers will consider the extent to which:

1. The applicant presents a well-defined logic model that guides the proposed project. The logic model demonstrates strong linkages between the applicant's expected achievements and likely short-term, intermediate, and long-term outcomes. The logic model addresses the goals stated in *Section I. Program Description, CSBG LCRC Expectations* and *CSBG LCRC Key Results*. (0 - 10 points)
2. The applicant discusses proposed indicators that will be used to measure the progress and effectiveness of the approach. The applicant describes methods of securing participants feedback and evaluations of proposed project activities. (0 – 10 points)

APPROACH - IMPLEMENTATION PLAN	Maximum Points:30

In reviewing this section, reviewers will consider the extent to which:

1. The applicant presents a well-conceived overall approach to the project, including a preliminary design for the implementation and details describing how the project will achieve the goals stated in *Section I. Program Description*. The plan implementation includes a clear and comprehensive vision of how the proposed LCRC will operate. This may include, for example, outlining potential criteria for identifying practices as evidence-based, evidence-informed, field tested, exemplary, and/or promising. (0 – 5 points)
2. The applicant presents a strategy to develop and promote learning community models to be used in the CSBG network that are designed to increase the analysis and use of innovative, evidence-based, or promising practices among CAAs and other CSBG-eligible entities. The applicant includes a plan to provide consultation and T/TA to states, RPIC, CAAs, and their partners for establishing learning communities with creative and safe opportunities to analyze outcome data and identify strategies, models, or programs that are achieving robust results related to individual, family, and community-level outcomes. This may include, for example, potential websites that could provide source material and/or expertise upon which the applicant may draw to vet source material. (0 – 5 points)
3. The applicant presents a clear description of specific potential deliverables expected for each learning community. (0 – 5 points)
4. The applicant presents an approach for providing ongoing T/TA services via in-person meetings, webinars, and conference calls to analyze and identify effective, promising,

and innovative practice models. (0 – 5 points)
5. The applicant presents a plan for identifying, collecting, assessing, and disseminating high-quality T/TA information. (0 – 5 points)
6. The applicant presents a clear approach to support a National Steering Committee that consists of representatives from OCS, state CSBG lead agencies, and other CSBG T/TA service providers and includes professionals already working on issues focused on a full range of services that align with the LCRC. (0 – 5 points)

PROJECT TIMELINES AND MILESTONES	Maximum Points:10

In reviewing the outcomes expected, reviewers will consider the extent to which:

1. The applicant presents monthly or quarterly quantitative projections of the accomplishments the organization plans to achieve for each function or activity; e.g., the number of people to be served or the number of activities to be accomplished. (0 - 10 points)

DISSEMINATION PLAN	Maximum Points:5

In this section, reviewers will consider the extent to which:

1. The applicant describes a clear plan to disseminate reports, product, and grant project outputs so that project information is provided to key target audiences as stated in *Section IV.2. The Project Description, Dissemination Plan*. (0 - 5 points)

ORGANIZATIONAL CAPACITY	Maximum Points:15

In reviewing the organizational capacity, reviewers will consider the extent to which:

In reviewing the organizational capacity, reviewers will consider the extent to which the responsibilities and roles of the organization's staff and its partner(s) are specifically stated and substantiated by requirements stated in *Section IV.2. The Project Description, Organizational Capacity*. In reviewing the organizational capacity, reviewers will consider the extent to which:

1. The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners. These are well-defined and appropriate to the successful implementation of the proposed project with respect to the target population. (0 - 5 points)
2. The applicant provides strong evidence of sufficient experience and expertise in the program areas indicated in this FOA. (0 - 5 points)
3. The applicant describes, for example in a resume, the level of knowledge, skills, and abilities of the proposed project director and primary staff members, and documents how their specific qualifications and level of expertise will support the successful implementation of the proposed project activities. (0 - 5 points)

BUDGET AND BUDGET JUSTIFICATION	Maximum Points:5

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. The budget is clearly outlined and aligned with the project proposal and includes a narrative justification for the amount requested. Additionally, the costs of the project are reasonable, program-related, and commensurate with the types and range of activities and services to be conducted and the expected goals and objectives. (0 - 5 points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (http://fedgov.dnb.com/webform) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening
Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results
Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.
ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently $250,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/ cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval in the objective review process, but not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as "approved but unfunded" typically cannot be kept in an active status for more than 12 months. For those applications determined as "approved but unfunded," notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated.
The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

VI.3. Reporting

Performance Progress   Semi-Annually
Reports:

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is

available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

J. Janelle George
Administration for Children and Families
Office of Community Services
Division of Community Assistance
OCS Operations Center
1401 Mercantile Lane, c/o F2 Solutions
Largo, MD 20774
Phone: (855) 792-6551
Email: OCSgrants@acf.hhs.gov

Office of Grants Management Contact

Jill Saletta
Administration for Children and Families
Office of Grants Management
Division of Innovation and Improvement Assistance
OCS Operations Center
1401 Mercantile Lane, c/o F2 Solutions
Largo, MD 20774
Phone 2: (855) 792-6551
Email: OCSgrants@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto.

ACF Property Guidance https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property

Grants.gov Accessibility Information www.grants.gov/ web/grants/accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.ecfr.gov/.

United States Code (U.S.C.) http://uscode.house.gov/.

Information Memorandum No. 149 "Strengthening Community Services Block Grant (CSBG) Outcomes by Developing Two-Generation Approaches to Building Family Economic Security and Well-Being

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure"	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the

	in *Section IV.2. Required Forms, Assurances and Certifications*.	Inspector General is required.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications*. This form is available in the FOA's forms package at [www .Grants.gov](www.Grants.gov) in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to [http ://www.sam.gov](http://www.sam.gov).	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications*. This form is available in the FOA's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. This form is available in the FOA's forms package at	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted

	www.Grants.gov.	prior to the award of a grant.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. These forms are available in the FOA's forms package at www .Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description*. The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and

		Section IV.4. of the FOA.
		If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Logic Model	Referenced in *Section IV. 2. The Project Description*.	Submission is due with the application package by the application due date found in the *Overview* and in *Section IV. 4. Submission Dates and Times*.